

A black and white photograph of the Indiana Statehouse dome, viewed from a low angle looking up. The dome is ornate with a large central dome and a smaller one on top. The building's facade features classical columns and arched windows. The image is partially framed by a dark purple border on the left and right sides.

Indiana General Assembly

House of Representatives • Republican Internship Program

2004 Legislative Session

Indiana Statehouse • Downtown Indianapolis

Indiana House of Representatives Republican Internship Program

The Indiana House of Representatives Republican Intern Program offers **paid** internships and provides an opportunity to be an active participant in the legislative process in Indiana.

Working closely with state representatives allows for the development of interpersonal communication skills, plus political and administrative skills. House Republican interns will be part of a governing body that produces laws and shapes public policy for Indiana's 6 million residents.

Each intern will be **paid \$275 per week** for working full-time, Monday through Friday. Interns also have the ability to earn college credit for completing the internship. Please see your advisor for details.

The experience and knowledge acquired during a session of the General Assembly can be a great asset and lead to exciting career opportunities, as is apparent by the many former interns who are now successfully employed as a result of their education and skills gained at the Indiana Statehouse.



Each year, the intern class works closely together, forming bonds that last into their professional careers. After successfully completing the internship, interns from the Class of 2003 (shown above) have gone on to work for various associations, the Indiana Republican Party and the House and Senate staffs.

Building Your Resume . . . and Your Future

Many interns find that the experience gained while working with the Indiana General Assembly has helped them establish and advance their careers.

As an intern, you will receive a working knowledge of the legislature that simply can't be duplicated in the classroom.

"Interns play a vital role in the functioning of the House of Representatives. Our program offers interns direct and practical knowledge of how our state government works," said Brian Bosma, Republican Leader of the Indiana House of Representatives.

Because we demand more work and responsibility from our interns than similar programs, House Republican interns walk away from the Statehouse better prepared to deal with the challenges ahead. A majority of the House Republican staff is comprised of former legislative interns.

The following are examples of how a few of our former interns were able to accelerate their career paths after working as House Republican interns:

- ★ Paul Mannweiler
Former Speaker of the House
Indiana General Assembly
- ★ Ellen Holland
Director of Political Affairs
Indiana Realtors Association
- ★ Brian Bergsma, Lobbyist
Ft. Wayne Chamber of Commerce
- ★ Betsy Burdick
Chief Deputy Treasurer
Office of the State Treasurer
- ★ Lesley Stedman, Political Reporter
Louisville Courier-Journal
- ★ Keith Griffin, Attorney
Office of the Secretary of State
Securities Division

VERIZON Scholarship

Every session Verizon
donates \$10,000
in scholarship money
for interns.

House Republican interns
will be eligible for \$2,500
in scholarship funds
toward either a graduate
or undergraduate degree
at the end of the
2004 legislative session.

A hands-on education you won't get from a textbook

Interns with the House Republican Caucus
are given many of the same duties as full-time staff members.

There are two divisions on the House Republican staff: Member Services and Communications. While each division has its own role in the General Assembly, the two work closely and rely on one another to share information. As an intern, you would assist either a Legislative Assistant in the Member Services Division or a Communications Specialist in the Communications Division. Interns have many responsibilities, including the following:

Member Services Division

- ★ Working directly with an assigned group of state representatives and interact with them several times a day
- ★ Answering letters and e-mails which representatives receive on any number of topics
- ★ Responding to specific legislative questions and problems that are posed by either a legislator or a constituent
- ★ Tracking bills through the legislative process
- ★ Conducting research for the representatives
- ★ Communicating directly with legislators' constituent
- ★ Assisting with coverage of legislative committees

Who's Eligible?

College Sophomores, Juniors, Seniors,
Graduates and Graduate Students

What's Required?

Interest in the legislative and political process
and excellent writing and communication skills

When?

The 2004 legislative session starts in January 2004 and ends in spring 2004; regular working hours are 8:30 a.m. to 5 p.m., Monday through Friday

Where?

Downtown Indianapolis at the Statehouse

Communications Division

- ★ Writing news releases
- ★ Preparing and distribute news feeds for radio stations
- ★ Arranging interviews between representatives and reporters
- ★ Planning and cover news conferences
- ★ Tracking legislative actions of individual representatives in order to keep the media in their respective districts up-to-date and citizens informed about what is happening at the Statehouse
- ★ Creating newsletters and other publications for the representatives to distribute to the people in their districts
- ★ Drafting columns and letters to the editor to various papers throughout the state

Computer/Technology

This year, the House Republican Caucus will also be hiring a computer intern to assist with specialized tasks, such as:

- ★ Providing computer desktop and notebook support to legislators and staff
- ★ Consulting and troubleshooting diverse software and hardware problems with end users
- ★ Providing individual training to legislators and staff as needed

Online Application

If you have Internet access, check out
"Internship Opportunities" at:

www.IN.gov/legislative/house_republicans/student
and complete the application on the Internet by Oct. 15.

If you have a question or are unable to apply on-line contact:

Angie Bixler, House Republican Intern Program
200 W. Washington Street
Room 401-2
Indianapolis, IN 46204

1-800-382-9841, ext. 9648 or (317)232-9648

abixler@iga.state.in.us

2004 Internship Application

Application Deadline: October 15, 2003

Name: _____

College/University: _____ GPA: _____

Major(s): _____ Minor(s): _____

Circle one: Graduate Graduate Student Senior Junior Sophomore

Current address: _____ Telephone: () _____

_____ e-mail: _____

Permanent address: _____

Do you prefer an internship in the Member Services Division, Communications Division or Computer/Technology Division?

Political affiliation: _____

College activities, awards, honors:

Government or political experience (employment, campaign work, etc.):

Have you ever been convicted of a felony or misdemeanor? If so, please explain.

List college classes taken and computer skills which might be beneficial:

Have you ever been terminated from employment?

References

Name: _____ Name: _____ Name: _____

Address: _____ Address: _____ Address: _____

Phone: () _____ Phone: () _____ Phone: () _____

E-mail: _____ E-mail: _____ E-mail: _____